

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **POLICE SERGEANT**

Jurisdictional Class: **Competitive**

Date Adopted: **5/5/88**

Date Revised: **7/24/01**

Jurisdictions: **Villages**

Union Status:

Pay Grade: **varies**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising police officers in an assigned shift. A Police Sergeant implements procedures and policies according to the directives of the Chief of Police and departmental operating procedures. Employees in this class are responsible for inspecting and assigning subordinates to their posts, evaluating their work performance, and instructing them as to new or revised law enforcement procedures, policies or methods. General supervision is received from a higher ranking officer. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs routine patrol;

Directs and supervises the activities of police officers during an assigned shift;

Books prisoners and sees that correct charges are placed;

Keeps all records of persons arrested, detained, or released on bond;

Transmits orders to police officers personally or by telephone or radio;

Inspects police officers before they go on duty for compliance with department regulations;

Makes a daily report of activities during an assigned shift;

Checks police officers in the performance of duties and makes suggestions for better execution of work;

Reports any breach of duty or inefficiency; Serves warrants or subpoenas; Instructs in department training including firearms safety and proficiency and breathalyzer administration courses; Takes statements and affidavits from suspects and witnesses; When assigned as a detective makes or supervises plain clothes investigations; Reviews the daily reports submitted by police officers;

Performs a variety of special assignments as directed by a higher ranking officer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices of modern law enforcement; good knowledge of supervisory and training techniques; good knowledge of state laws including Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other local ordinances pertaining to police work; good knowledge of department regulations, operating procedures and policies; ability to understand and execute complex oral and written directions; ability to disseminate information and instructions in a clear and effective manner; ability to prepare detailed written and oral reports; ability to use good judgment; ability to deal firmly but fairly with subordinate officers; tact; courtesy.

MINIMUM QUALIFICATIONS:

Open Competitive: Two (2) years of experience as a Police Officer.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENTS: A person appointed as a Police Sergeant must complete a course for first line supervisory police officers as required by Section 209-q of the General Municipal Law within one year of permanent appointment.

Last Reviewed: n/a

Last Updated: 07/24/21

Reviewed By: n/a

Last Reallocated: n/a

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **POLICE SERGEANT**

Last Reviewed: n/a
Last Updated: 07/24/21
Reviewed By: n/a
Last Reallocated: n/a